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Attachment No. 1

PROPOSED JOB DESCRIPTION

Clerk, GAX-3. \$2168.20

Responsible for the distribution of incoming cable copy (approximately 110,000 words daily) to editorial area desks. Sorts copy by originating transmitter and area reference and distributes to appropriate area desks, permitting no accumulation of backlog during hours of editorial operation.

Sorts duplicate copies of this material by originating bureau and maintains reference file organized by bureau, date and cable time. These duties require a knowledge of cable symbols and ability to convert Greenwich Mean Time to Eastern Standard.

Acts as messenger for edited copy and stencil proofs between area, copy and production desks. These duties, which must be coordinated with other duties under the pressure of editorial deadlines, require an ability to evaluate their relative urgency and to organize his work to avoid creating bottlenecks. Maintains supplies for the section, keeping each desk adequately stocked and placing requisitions as required.

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